

143 - JAIL COMMISSARY

Operational Summary

Description:

The Jail Commissary budget provides for commissary services to inmates housed in the five Orange County Jails as authorized by the Penal Code Section 4025. Profits earned plus accumulated interest are transferred to the Inmate Welfare Fund (Agency 144), which provides for the welfare, education and recreation of jail inmates.

At a Glance:

Total FY 2003-2004 Projected Expend + Encumb:	5,757,621
Total Recommended FY 2004-2005 Budget:	6,166,892
Percent of County General Fund:	N/A
Total Employees:	53.00

Strategic Goals:

- Continue to increase profits from sale of Commissary items by improving the efficiency of Commissary operations. Increased profits will be transferred to the Inmate Welfare Fund to benefit the inmates.
- Reduce the number of Commissary ordering forms from eleven (11) to two (2) by implementing the Gender Specific Commissary ordering process, allowing for a substantial savings in printing cost.

FY 2003-2004 Key Project Accomplishments:

- Commissary no longer provides vending services to Probation. This allowed positions dedicated to vending to work in other areas, which increases productivity. Warehouse space for vending products is now being utilized in more profitable ways.
- More Recycling is being converted into revenues. This is due to coordination with the jail facilities and a set schedule of pick-ups.
- Rebate revenues have increased significantly, due to market research, timing of purchases and increased sales.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- Staffing levels have remained steady for the last 3 years. Even though operations has increased as a result of expanded housing at the Theo Lacy Jail Facility and an increase in the breadth and scope of the recycling program, efficiencies through scheduling and automation has allowed the unit to operate effectively with the same number of positions.

Changes Included in the Recommended Base Budget:

The Jail Commissary fund is a self-balancing budget with restricted revenue. The Base Budget includes a balancing entry to reflect over-financing to match anticipated Fund Balance Available at year-end. This budget is intended to fund commissary product and operational costs. The FY 04/05 budget is higher than FY 03/04 year-end projections since revenue from sales and expenditures from purchases will be higher as a result of the Theo Lacy Jail Facility expansion.

Budget Summary

Plan for Support of the County's Strategic Priorities:

The Sheriff's Department will work with CEO in updating the Strategic Financial Plan in FY 04/05 and to identify future year priorities which form the basis of the Five Year Strategic Financial Plan.

Proposed Budget and History:

Sources and Uses	FY 2002-2003 Actual	FY 2003-2004 Budget As of 3/31/04	FY 2003-2004 Projected ⁽¹⁾ At 6/30/04	FY 2004-2005 Recommended	Change from FY 2003-2004 Projected	
					Amount	Percent
Total Positions	-	53	53	53	0	0.00
Total Revenues	5,265,854	5,512,152	5,929,511	6,166,892	237,381	4.00
Total Requirements	5,050,302	5,512,152	5,776,620	6,166,892	390,272	6.76
Balance	215,552	0	152,892	0	(152,892)	-100.00

(1) Requirements include prior year encumbrances and expenditures. Therefore, the above totals may not match FY 2003-2004 projected requirements included in "At a Glance" (Which exclude these).

Detailed budget by expense category and by activity is presented for agency: Jail Commissary in the Appendix on page 547.

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Summary of Proposed Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2002-2003 Actual	FY 2003-2004 Budget As of 3/31/04	FY 2003-2004 Projected ⁽¹⁾ At 6/30/04	FY 2004-2005 Recommended	Change from FY 2003-2004 Projected	
					Amount	Percent
Revenue From Use Of Money And Property	\$ 13,478	\$ 15,000	\$ 11,000	\$ 13,000	\$ 2,000	18.18%
Charges For Services	105,000	0	377,782	341,000	(36,782)	-9.74
Miscellaneous Revenues	5,118,128	5,381,600	5,388,602	5,660,000	271,398	5.04
Total FBA	29,870	115,552	115,552	152,892	37,340	32.31
Reserve For Encumbrances	(623)	0	36,575	0	(36,575)	-100.00
Total Revenues	5,265,854	5,512,152	5,929,511	6,166,892	237,381	4.00
Salaries & Benefits	2,353,711	2,612,031	2,569,012	2,653,815	84,803	3.30
Services & Supplies	2,376,046	2,580,439	2,504,166	3,020,077	515,911	20.60
Other Charges	771	882	882	1,000	118	13.38
Fixed Assets	5,169	118,800	105,000	92,000	(13,000)	-12.38
Other Financing Uses	314,605	200,000	597,560	400,000	(197,560)	-33.06
Total Requirements	5,050,302	5,512,152	5,776,620	6,166,892	390,272	6.76
Balance	\$ 215,552	\$ 0	\$ 152,892	\$ 0	\$ (152,892)	-100.00%

(1) Requirements include prior year encumbrances and expenditures. Therefore, the above totals may not match FY 2003-2004 projected requirements included in "At a Glance" (Which exclude these).